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The Alabama Department of Transportation (ALDOT) DBE Supportive Services program and its' Supportive Services Providers will offer a variety of training classes designed to assist the DBE firms with succeeding in their respective work types. Participants will be evaluated on their level of comprehension of core subject matter at the end of each course.

Following are brief descriptions of the courses that will be offered October 2010—May 2011:

**Project Management** will provide DBE firms information on setting project goals and objectives, task planning, scheduling and project monitoring and evaluation.

**DBE 101 Orientation** will provide newly certified DBE firms with information needed to make the DBE certification beneficial. This course is also open to DBE firms interested maximizing the benefits of the DBE certification.

**Informational Forum** will provide information to DBE firms on the proper procedures that should be followed in an effort to secure contracts with federal, state and city agencies with a DBE goal.

**Computer courses** will significantly increase the DBE firms' knowledge of Microsoft Office, email systems, ALDOT’s website and the internet.

**Contract Law courses** will introduce the DBE firms to different types of contracts, expansion, ownership transfers and other exit strategies.

**Access to Capital and Business Plan Development** will provide DBE firms with information about financing options available to small businesses and developing a business plan.

**Plan Reading and Bid Estimating** will provide DBE firms with an overview of reading plans and tips on how to submit the lowest responsible bid by utilizing estimating and producing quotations.

**NXLEVEL Management and Marketing** will enable DBE firms to enhance their management skills and offer creative solutions to marketing their business.

**Tax Preparation for Small Businesses** will provide DBE firms information on payroll taxes, workers compensation, general liability and other tax related issues.

**Landscaping** this course is designed to help prepare DBE firms for work opportunities in the landscape industry and the relative industry exams.

**QCI: Erosion Control** will provide DBE firms an opportunity for participants to be certified as ADEM Qualified Credentialed Inspectors (QCIs).

**OSHA** this course will utilize OSHA policies, procedures, standards and Safety and Health principles as a guide for the Construction Industry.

**Communication Network, Work Opportunities and Estimating** is designed to provide DBE firms with the knowledge needed to successfully find work opportunities on all ALDOT let projects. Participants will also be introduced to the new Data Marketing program and Contractors Communication Network.

Please review the information provided for each training course and submit your registration form ASAP.
If you have any questions about the courses, contact any of the Supportive Services Providers or ALDOT at 1-800-269-5081.
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<td>DBE Orientation</td>
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<td>ALDOT Work Opportunities, Estimating, Data Marketing, and Networking</td>
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<td>November 16-17, 2010</td>
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<td>June 15, 2010</td>
<td>DBE Orientation</td>
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**IMPORTANT NOTES**

The dates of the workshops listed above are subject to change. DBE firms will be notified in a timely manner of all changes.

Visit ALDOT’s website at www.dot.state.al.us for the most up-to-date information on the training courses or contact your DBE Supportive Services Provider.
COURSE OVERVIEW:
“Many contractors have said or heard these statements; ‘I think we will finish on time’ or ‘We’re coming in close to budget, I think’. A proactive and successful project management system includes setting project goals and objectives, task planning, scheduling, and project monitoring and evaluation.” – Victor Tyler, Tyler Construction Engineers

The project management course will review the scheduling of small highway projects. In addition, participants will gain a better understanding of how better to manage and control resources and project cash flows.

COURSE OUTLINE:
- Advanced Project Management Terms
- Easy to use, Step by Step tools to Manage Projects
- Completing the Required Paperwork (Hands-on)
- Prime Contractors: Lessons Learned and Networking

Participants will be evaluated on their level of comprehension of core subject matter at the end of the course.

COURSE SCHEDULE:
February 9, 2011 Florence  Registration Deadline: February 1, 2011

For more information about this course, contact Kim Vincent at 256-372-5681, 1-800-393-4847 or kim.vincent@aamu.edu
COURSE OVERVIEW:
Newly certified DBE firms are not adequately equipped with the necessary tools needed to take full advantage of the benefits of the DBE certification. With this in mind, the DBE 101 Orientation course is designed to be presented as an informational session for new DBE firms. This course is also open to DBE firms interested in maximizing the benefits of the DBE certification.

COURSE OUTLINE:
The Orientation will cover topics as:
- ALDOT’s Contract Requirements and Specifications
- The Annual Renewal and No Change Affidavit
- DBE Fraud
- The Proper Procedures for Re-structuring a business, i.e. partnerships, merger.
- Exploring additional work types
- Bidding Opportunities
- Marketing to ALDOT and other agencies with DBE goals

At the end of course, participants will be equipped with information essential to securing contracts with ALDOT and other entities. In addition, participants will have the information necessary to prepare for the renewal of their certification and enhance their certification by the addition of related work types.

COURSE SCHEDULE:

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Registration Deadline: one week prior to each session

For more information about this course, contact Kim Vincent at 256-372-5681, 1-800-393-4847 or kim.vincent@aamu.edu
COURSE OVERVIEW:
This informational session will provide beneficial information to DBE firms on the proper procedures that should be followed in an effort to secure contracts with federal, state and city agencies with a DBE goal. Procurement officers and other representatives from various agencies will be invited to participate on a panel. In addition, the informational session will provide an opportunity for the DBE firms to network with key contracting officers and other agency representatives.

COURSE OUTLINE:
At the end of this informational session participants will have an enhanced knowledge of bid opportunities and bidding procedures as they related to the various agencies with a DBE goal.

COURSE SCHEDULE:
May 9—10, 2011  Montgomery  Registration Deadline: May 1, 2011

For more information about this course, contact Kim Vincent at 256-372-5681, 1-800-393-4847 or kim.vincent@aamu.edu.
COURSE OVERVIEWS:

Microsoft Outlook & Business Contact Manager
This course will introduce participants to Microsoft’s Outlook and Business Contact Management tools will assist you to efficiently manage your business relationships and grow your small business. **At the end of this course, participants will have a better understanding of how to manage email, calendars and tasks, track business opportunities, maintain customer communication history, and create marketing campaigns.**

Navigating the ALDOT Website
This course will introduce participants to the many tools available to DBEs on the ALDOT Website and how to use these tools to build and grow their businesses. **At the end of this course, participants will be able to locate and save the site to find business opportunities, potential teaming partners, key ALDOT person-**

COURSE OUTLINES:

**Microsoft Outlook & Business Contact Manager**

*Unit 1 – Introduction to Microsoft Outlook*
- Toolbars & Email
- Calendar, Contacts, Tasks, & Notes
- Customizing, Viewing & Printing

*Unit 2 – Business Contact Manager*
- Overview of BCM Data
- Accounts, Opportunities, Projects & Tasks
- Communication History
- Marketing Campaigns

**Navigating the ALDOT Website**

- Internet Basics
- ALDOT Site Overview
- Project Letting Page
- DBE Profile Page
- ALDOT Organization Page
- SBA Subcontracting Site

COURSE SCHEDULE:

April 19—20, 2011 Mobile **Registration Deadline: April 1, 2011**

For more information about this course, contact Freeman Webber at 205-934-8889 or freeweb@uab.edu.
COURSE OVERVIEW: The aim of this course is to make DBE firms aware of issues they should consider before contracting. However, this course does not replace the advice of legal counsel.

COURSE OUTLINE: This course will cover the following topics:

- Ins and Outs of Contracts
- Formation Contracts
- Intellectual Property Contracts
- Leases and Other Property Contracts
- Employment Contracts
- Litigation and Liens
- Expansion, Ownership Transfers, and Other Exit Strategies
- Personal Estate Planning
- Qualifying for Other Small or Disadvantaged Business Certifications

At the end of this course, participants should be able to identify key legal issues with regard to many business contracts including entity formation, intellectual property, real and personal property contracts, employment contracts, litigation and lien issues, expansion and ownership transfer issues, the interaction of personal estate planning and other small or disadvantaged business certifications.

COURSE SCHEDULE:

November 16—17, 2010  Birmingham  Registration Deadline: November 1, 2010

For more information about this course, contact Freeman Webber at 205-934-8889 or freeweb@uab.edu.
Access to Capital and Business Plan Development

COURSE OVERVIEW: Day 1: While poor management is cited most frequently as the reason businesses fail, inadequate or ill-timed financing is a close second. Whether you’re starting a business or expanding one, sufficient ready capital is essential. Day 2: Creating a Plan for your business is one of the most critical elements in succeeding. The Business Plan is an important document used for accessing equity (investments) and debt (loans) capital, the Business Plan also, and more importantly, serves to communicate your Vision and your Strategy to not only Lenders, but to the Management Team, Investors, Customers, Suppliers and other Stakeholders.

COURSE OUTLINE:

Day 1
- SBA Guaranty/Access to Capital Programs
- Non-Bank Lenders
- What Lenders Look For
- Five Cs of Credit
- SBA Guaranteed Bonding Program

Day 2
- Starting a Business
- Business Plan Components
- Purpose of the Business Plan
- What Lenders Look For
- Five Cs of Credit

At the end of the course:
Day 1: Participants should have an understanding of the Lending Programs offered by SBA and the sources of capital from Banks and Non-Bank Lenders. In addition, participants should have an understanding of the underwriting process undertaken by Lenders.

Day 2: Participants should have an understanding of the purpose of a Business Plan as well as the components of a Business Plan. In addition, participants will have a better understanding of the steps to take to better position themselves for success.

COURSE SCHEDULE:
January 18—19, 2011 Birmingham Registration Deadline: January 4, 2011

For more information about this course, contact Freeman Webber at 205-934-8889 or freeweb@uab.edu.
BACKGROUND INFORMATION:

- Plan Reading
  Plan Reading is an essential element to the world of construction. Knowing who, what, where and how much are keys to success or failure in the construction business. We will provide you with cutting edge training to ensure that once you have completed this course you will have a better understanding of how to read plans.

- Bid Estimating
  What is bid estimating? Bid Estimating is the process of developing competitive bid with performance under fixed price and time. The key is take into consideration each and every item on the plans that pertain to your scope of work.

COURSE OVERVIEW: This course is designed to increase DBE firms’ potential for success in the highway/construction industry. Participants are guaranteed to leave with a broader knowledge base of plan reading and bid estimating.

Participants will be evaluated on their level of comprehension of core subject matter at the end of the course. In addition, participants will receive a certificate of completion.

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For more information about this course, contact Earnestine Parrish at 205-247-8102, 1-877-572-3645 or eparrish@stillman.edu
COURSE OVERVIEW: This course is customized for DBE firms to enhance their management skills and offer creative solutions to marketing their business. NxLeveL is a patented training curricular that offer a streamline approach to succeeding in business.

NxLeveL for Entrepreneurs is designed to do just that—help entrepreneurs learn the skills needed to create, develop and strengthen successful business ventures. Unlike most other educational programs, NxLeveL addresses the special needs of the entrepreneur by providing a practical, hands-on, common sense approach to developing their business.

COURSE OUTLINE: Participants will learn how to:

- Establish goals, objectives, and a mission statement
- Analyze financial statements and prepare effective budgets
- Develop and execute marketing strategies and tactics
- Determine funding needs and identify sources of capital
- Formulate and implement strategies for managing growth

Participants will be evaluated on their level of comprehension of core subject matter at the end of the course. In addition, participants will receive a certificate of completion.

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For more information about this course, contact Earnestine Parrish at 205-247-8102, 1-877-572-3645 or eparrish@stillman.edu
COURSE OVERVIEW: “Some of the most complex issues facing small business owners today are the various taxes and tax structures.”

*Alabama Answers: A Guide to Doing Business in Alabama*

This course is designed to provide DBE firms owners with tax information related to small businesses.

COURSE OUTLINE: Participants will be introduced to the importance of deducting the proper amounts from payroll, such as payroll taxes, workers compensation and the importance of being sure to carry liability insurance on employees.

At the end of this course, participants should have clearer understanding of their tax obligations as small business owners.

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<tr>
<td>March 24—25, 2011</td>
<td>Birmingham</td>
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For more information about this course, contact Earnestine Parrish at 205-247-8102, 1-877-572-3645 or eparrish@stillman.edu.
COURSE OVERVIEW: Landscape Management and Installation is an art and science with a history that goes back many thousands of years.

COURSE OUTLINE: This course was designed to help prepare DBE firms for work opportunities in the Landscape industry and the relative industry exams. Participants will receive the Alabama Department of Agriculture and Industries, Pesticide Management Study Manual for setting of Landscape Plants, and Alabama Commercial Pesticide Applicator Study Material for Ornamental & Turf Pest Control, Weeds of Southern Turfgrass.

COURSE SCHEDULE:
November 18, 2010    Birmingham    Registration Deadline: November 12, 2010

For more information about this course, contact Garry Quinn at 334-727-3527 or gdq55@aol.com.
Tuskegee University

COURSE OVERVIEW:

- Provide training in storm water pollution regulations and requirements.
- Provide practical instructions in performance-oriented BMP inspection and maintenance.
- Provide opportunity for participants to become and re-main ADEM Qualified Credentialled Inspectors (QCIs).

COURSE OUTLINE:

- Participate in QCI Program (QCIP) initial training. Be on time, attend the entire training session, and pay attention!
- Pass QCIP exam given at the end of training session. Receive QCI number, certificate of completion, and wallet-sized identification card.
- Study training materials, particularly the manual and the Field Guide (yellow book)
- Participate in annual QCIP continuing education and training (4-hour refresher course and exam).

Other ADEM Requirements:

- In most cases, initial training and annual refresher training must be obtained from the same training provider. Check with your employer’s training coordinator, your supervisor, or your training provider.
- QCIs must recertify and notify ADEM and Thompson Engineering if they change employers.

COURSE SCHEDULE:

December 2, 2010  Birmingham  Registration Deadline: November 30, 2010

For more information about this course, contact Garry Quinn at 334-727-3527 or gdq55@aol.com
OSHA Certification

COURSE OVERVIEW: This course will utilize OSHA policies, procedures, standards and Safety and Health principles as a guide for the Construction Industry. Each section of the OSHA construction standards is covered with special emphasis placed on more hazardous areas.

Designed to provide training and certification of training on subject matter relative to rules and regulations established and enforced by the US Department of Occupational Safety and Health Administration (OSHA) focusing on Highway Construction Safety and Work Zone Safety.

COURSE OUTLINE: What You Will Learn

- Introduction to OSHA
- Highway Work Zones
- Safety Programs
- Recordkeeping
- Hazard Communication
- Health Hazards in Construction
- Personal Protective Equipment
- Fire Protection and Prevention
- Materials Handling
- Hand and Power Tools
- Welding
- Electrical
- Scaffolding
- Fall Protection
- Cranes and Rigging
- Motor Vehicles
- Excavation
- Concrete Construction
- Steel Erection
- Under Ground Construction
- Demolition
- Blasting
- Stairways and Ladders

COURSE SCHEDULE:

| April 21, 2011 | Mobile | Registration Deadline: April 1, 2011 |

For more information about this course, contact Garry Quinn at 334-727-3527 or gdq55@aol.com
COURSE OVERVIEW: Tuskegee University’s DBE Supportive Services is offering Distance Learning technology and conferences for the DBE firms certified by ALDOT. The program provides flexible options for DBE firm owners to access quality industry professional development courses outside the normal work day which enhances their business skills and contract opportunities. Commonly described as “online courses”, distance learning is designed to allow the students to learn and work at his/her own pace and convenience.

COURSE OUTLINE: The Distance/E-Learning courses will provide quality information for the construction contractor. Industry professionals and practitioners will deliver relevant information on business trends and practices. Participants will be able to chat with others enrolled in the online course, take quizzes and poll questions.

COURSE SCHEDULE: TBA

For more information about this course, contact Garry Quinn at 334-727-3527 or gdq55@aol.com


**COURSE OVERVIEW:** This course is designed to provide DBE firms with the knowledge needed to successfully find work opportunities on all ALDOT let projects, understand what prime estimators require on sub quotes and how to contact primes with your quote.

**COURSE OUTLINE:** The DBE One to One program – What is it?

- Work Opportunities - How to find and maximize your work opportunities on ALDOT let projects.
- Contacting and Networking with primes
- Estimation and what primes need for a complete estimate – Taught by Prime Estimator
- Data Marketing – Using the information you have to be more competitive.
- ALDOT’s website – A quick look at how to find what you are looking for
- Contractors Communication Network – The new website for collaborating on construction projects. Attend and sign up for **FREE**.

At the end of this course, participants will have the knowledge to rapidly become proactive in identifying all work opportunities on ALDOT let projects, information to effectively communicate with primes, and who to contact when help is needed in making contact. Attendees will leave with a better understanding of what primes need and require when submitting a sub quote. Companies in attendance will have the ability to use data being provided monthly to help guide and grow their business to maximum capacity, and be trained in the use of simple web tools to maximize their time becoming more efficient in going from contact to contract.

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*Registration Deadline: one week prior to each session*

For more information about this course, contact Mike Self at 352-505-6442 or mike.self@contractorcn.com
Instructions:
Select the training courses you are interested in attending. Fax the completed registration form to the DBE Supportive Services (DBE/SS) provider assigned to your area. Or you may fax the form directly to the DBE/SS provider hosting the workshops you desire to attend. Contact information for the DBE/SS providers is listed on page 19 of this catalog.

*Please be mindful of the registration deadline for each course.*

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Email

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Program Manager  
OTJ Training  

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Administrative Assistant  

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*Cynthia Matlock*  
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*Micah Self*  
President  
mike.self@contractorcn.com
IMPORTANT CONTACT NUMBERS

**Construction Bureau**
- Geneva Brown  
  Construction Bureau Contract Administrator  
  334-242-6788
- Michael Reed  
  Asst. DBE Contract Administrator  
  334-242-6242

**ALDOT Central Office DBE Unit Personnel**
- John Huffman  
  DBE Unit Supervisor  
  334-244-6261
- Charles Coleman  
  Certification and FTA Specialist  
  334-244-6262
- Shona Harris  
  Certification and UCP Specialist  
  334-244-6270
- Margaret Jones  
  Certification Specialist  
  334-244-6264
- Debra Pelt  
  Certification and Supportive Services Specialist  
  334-244-6265
- Zakiya Wright  
  Administrative Support Assistant II  
  344-244-6260
- Minnie Freeman  
  Administrative Support Assistant I  
  334-244-6267
- Tamika London  
  Administrative Support Assistant I  
  344-244-6269

**Equal Employment Officers**
- Shirely McCurley  
  First Division  
  256-582-2254 ext. 253
- Randal Roe  
  First Division  
  256-571-7282
- Angela Dunstan  
  Second Division  
  256-389-1484
- Byron Browning  
  Third Division  
  205-328-5820
- LaTanga Kennedy  
  Fourth Division  
  256-234-8407
- Kim King  
  Fifth Division  
  205-554-2140
- Undrea Hayes  
  Sixth Division  
  334-241-8558
- James Duncan  
  Seventh Division  
  334-807-8774
- Shelia Ford  
  Eighth Division  
  251-275-7275
- Jim Hickman  
  Eighth Division  
  251-275-7222
- Leon Malone  
  Ninth Division  
  251-470-8228

Website: www.dot.state.al.us